

## Senior Programmer Analyst (Specialist)

### *Essential Task Rating Results*

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| 1  | Develop computer programs/applications to meet department requirements and expectations with regards to efficiency and effectiveness.  |
| 2  | Write code using programming languages (e.g., JAVA, Assembler, COBOL, Natural, C, VB.Net) in order to develop computer programs/applications.  |
| 3  | Enhance/maintain existing computer programs/applications to increase operating efficiency, adapt to new requirements, or correct errors.   |
| 4  | Identify causes of critical system failures and service interruptions to restore normal operations.  |
| 5  | Conduct tests (e.g., unit, integration, stress, regression) to ensure the software functions as designed.  |
| 6  | Query databases to retrieve and update data using database query languages (e.g., SQL, CICS, IDMS).  |
| 7  | Analyze discrepancies in outputs (e.g., logs, reports, screenshots) to identify and resolve errors.  |
| 8  | Design a computer program/application using specifications within a defined architecture to maximize program efficiency and maintainability.   |
| 9  | Develop detailed design specifications for computer program/application in order to ensure effectiveness and adherence to state/department standards.                                      |
| 10 | Adhere to data security policies to protect information assets.  |
| 11 | Develop and/or maintain computer program/application documentation for ease of understanding and ongoing support.  |
| 12 | Utilize version control processes to track changes to software, manage ownership of software and ensure the correct version is in use.   |
| 13 | Design testing scenarios to meet functional and technical requirements.  |
| 14 | Develop and/or maintain computer program/application documentation for each phase of the software development lifecycle (i.e., design, development, testing, implementation, maintenance). |
| 15 | Develop and perform necessary migration tasks (e.g., data conversion, software installation/ instructions, migration plans, change and release management) to properly manage deployments. |
| 16 | Provide technical assistance to resolve software, hardware, operating, and/or network problems.  |
| 17 | Implement data integrity control methods (e.g., validation, auditing) in the application design process.   |
| 18 | Define and document technical requirements to design, develop and support systems.   |

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| 19 | Participate in meetings (e.g., walkthrough, JAD, demos, training, status updates) with stakeholders.   |
| 20 | Conduct and facilitate meetings (e.g., walkthrough, JAD, demos, training, status updates) with stakeholders.   |
| 21 | Design databases using specifications within a defined architecture to provide efficient data storage/retrieval.   |
| 22 | Identify failing or poorly performing application components to assess the need for modifications and/or replacement.  |
| 23 | Conduct and facilitate design and/or code reviews of the computer program/application structure to ensure adherence to standards.  |
| 24 | Participate in design and/or code reviews of the computer program/application structure to ensure adherence to standards.  |
| 25 | Define and develop computer programs/applications with reusable components to streamline development and improve consistency and maintainability.  |
| 26 | Define and document data and process flows to meet the system requirements.  |
| 27 | Incorporate reusable application components to streamline development and improve consistency and maintainability.   |
| 28 | Utilize enterprise level change control policies to properly manage change across the organization.  |
| 29 | Develop and document testing configurations to support testing conditions (e.g., test scripts, data sets).   |
| 30 | Develop and implement effective security practices to ensure system is safe from unauthorized users.   |
| 31 | Act in a lead capacity to monitor the work of a work team to ensure that it meets quality, quantity, and timeliness standards.   |
| 32 | Prepare application system design diagrams to facilitate understanding by customers and team members.  |
| 33 | Execute work tasks for the completion of projects or on-going program functions to provide for efficient work.   |
| 34 | Provide periodic status reports on workload and development tasks.   |
| 35 | Provide input to management regarding the amount of time spent and resources required to complete projects and work assignments.   |
| 36 | Participate in planning high profile and/or critical projects from inception to implementation.  |
| 37 | Outline the work tasks (e.g., project timelines/schedules, action plans) required to complete projects or assignments.   |
| 38 | Prioritize and schedule work to be completed by a project team (e.g., developing an action plan for a work assignment or determining the assignment and order of project steps to be completed by each team or task force member). |
| 39 | Document deliverables (e.g., service requests, status reports) to track completion of assigned tasks.  |

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| 40 | Monitor work of staff to ensure that it meets quality, quantity, and timeliness standards.   |
| 41 | Inform stakeholders of the status and progress of work unit operations, programs, and projects (e.g., the stats of on-going program activities and operations, issues affecting the delivery of products and services, issues potentially impacting the completion of work assignments) to communicate progress and manage expectations. |
| 42 | Mentor staff to improve performance and productivity.  |
| 43 | Document project objectives, scope, and charter to define and initiate the project.  |
| 44 | Monitor and manage controls (e.g., project plans, schedules, risk analysis) to ensure the timely completion of work tasks.   |
| 45 | Plan, lead, and direct the work activities of staff.   |
| 46 | Resolve conflicting priority requests from various programs or customers to meet needs.  |
| 47 | Establish controls (e.g., project plans, schedules, risk analysis) to ensure the timely completion of work tasks.  |
| 48 | Provide on-the-job training to employees relating to the tasks of the position.  |
| 49 | Perform database administration functions (e.g., design, build, maintain, backup, recovery, user administration) to provide an application foundation and ensure data integrity and security.  |
| 50 | Maintain project schedules by updating and revising activity and milestone schedules, resource requirements, and other task-related information to ensure accurate, updated project information and statistics.  |